

**SMA Required
Course!**

“Managing the Organization”

Instructor: Janine Allen, RPA, CPM

BOMA
Denver Metro

This new course has been designed to help you become an effective manager and leader in your organization. Your role will take on new meaning as you learn and understand the impact that you can have on your organization and on the individuals who work for you. The course will reinforce the theory and strategies with a new case study in which management practices are applied to address industry trends and issues related to enhancing the value of an asset.

The learning objectives include:

- Managerial roles and leadership skills
- Organizational culture and effective group/team management
- Strategies for planning, controlling, decision making, and problem solving
- Skills for improving communication and motivating employees
- Lessons on how to implement change successfully
- Sustainable strategies for managing building operations

Thursdays, February 23 - April 25
5:00 - 8:00 p.m.
Location: 1600 Broadway, Ste 650
Denver, CO 80202

BOMA Members	\$810
Non-BOMA Members	\$910
Initial Enrollment Fee*	\$175

*** For first-time students only**

Please complete this form and return with payment (check) to the BOMA office at 1600 Broadway, Suite 650, Denver 80202 via mail; fax to 303.383.4871. For faxed registrations please call the BOMA office with your credit card information. Please note, BOMA cannot be held liable for credit card transactions not submitted using secure channels. Secure online registration at www.bomadenvver.org is now available. No refunds, but substitutions are allowed.

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Telephone _____ Fax _____ Email _____

Registration fees may be paid with: VISA Mastercard AMEX DISC

Name on Card: _____ Card # _____ Expiration _____

Please wait for my check in the mail Amount: \$ _____

Persons who require assistance or information regarding access or availability of special facilities, please call the BOMA office at (303) 383-4870. Contributions and gifts made to Denver Metro BOMA are not deductible as charitable contributions for Federal Income Tax purposes but may be tax deductible as an ordinary and necessary business expense. Please consult your tax advisor.